



CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY

915 Capitol Mall, Room 457
Sacramento, CA 95814
p (916) 651-8157
f (916) 657-4821
caeatfa@treasurer.ca.gov
www.treasurer.ca.gov/caeatfa

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JOB OPPORTUNITY BULLETIN

Class: Associate Treasury Program Officer /or
Staff Services Analyst
Tenure: Limited Term (13 Months)
Time Base: Full Time
Salary: \$4488 - \$5618 ATPO
\$2873 - \$4671 SSA

* There are 2 positions available

** Will consider both levels for recruitment purposes

*** Positions may be extended to 24 months pending legislative approval

Under the direction of the Treasury Program Manager II and/or Treasury Program Manager I, this position will act independently in developing and implementing various programs, policies and operating procedures of the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) related to the California Hub for Energy Efficiency Financing (CHEEF) Pilot Programs. **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

Description of Essential Functions:

- Conducts complex analyses of various program design elements for the Authority's financing programs.
- Conducts special research-oriented projects on topics that affect the programs of the Authority.
- Makes recommendations to management, and participates in the rulemaking process.
- Conducts meetings with prospective financial institutions and contractors to describe the program and encourage participation.
- Conducts training sessions for newly enrolled participating financial institutions and contractors.
- Analyzes program applications and claims to ensure compliance with CAEATFA's statutory authority, as well as the applicable program regulations and policies.
- Acts as a liaison with a wide variety of stakeholders.
- Responds to inquiries and provides technical information on programs.
- Prepares and manages contracts and amendments and other various contract-related documentation and reports.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Knowledge of or interest in government bond, grant, loan, and incentive programs, preferably related to energy efficiency, alternative energy, or advanced transportation

- Demonstrated ability to conduct research and prepare analysis and recommendations for the consideration of management
- Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and agency customized database systems
- Ability to work independently and in a team environment
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency, and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility
- Communicate effectively orally and in writing, including written analysis and recommendations, and in-person presentations before the public, other State agencies, Executive Management and the board of the Authority.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as **Associate Treasury Program Officer** or **Staff Services Analyst**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. ***Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.)*** Also, list the number "ATPO, 321-001-4223-XXX" or "SSA, 321-001-5157-XXX" on your application/resume.

FINAL FILING DATE:

State application will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer to all regardless of age, ancestry, color, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.